
District Manager

FLSA Status: Exempt

DEFINITION:

The position of District Manager for the Gardnerville Ranchos General Improvement District is responsible for the successful day to day operation of the District. He/she will have an extensive working knowledge of all administrative responsibilities of the District. The District Manager will strive to understand the public works function of the District.

DISTINGUISHING CHARACTERISTICS:

The primary responsibility of the District Manager is to ensure all policies approved by the District Board of Trustees are followed in a fair and consistent manner. The position is responsible to ensure the successful overall management and day-to-day operation of the District. There is daily contact with the public and other governmental entities. The position receives broad guidance from the District Board of Trustees.

ESSENTIAL FUNCTIONS:

(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).

1. May be responsible for overseeing planning, organizing, monitoring, and the construction and maintenance of all public works services. He/she will be responsible for office administration, and for ensuring the organization's utilities, streets, irrigation projects, parks, and related facilities are maintained, operational, and in compliance with established specifications
2. Thorough knowledge of governmental accounting.
3. Prepare implement and monitor the District's fiscal year budget.
4. Ensure that all safety policies and procedures are current and are being adhered to
5. Assists with the planning and implementation of all District Projects
6. Attend meetings such as planning commission, county commission, insurance (pool/pact) Nevada League of Cities and Municipalities as needed or directed by the District Board of Trustees.
7. Have a working knowledge of how the District's software programs function.
8. Responsible for overseeing the proper testing and operation of all water and sewer systems.

9. Will supervise and may assist in the determining the need for repair and maintenance of existing public works facilities and equipment; determines when purchase of new equipment or construction of new facilities is indicated; consults with engineers and other resources as required.
10. Ensures the timely completion of scheduled projects according to applicable codes and specifications; determines and implements modifications in specifications where appropriate; researches and develops specifications for material and equipment used in public works operations.
11. Responsible for developing and implementing safety standards for the operation of public works equipment and for the construction and maintenance of public works projects; ensures all public works staff are trained and adhere to safety standards.
12. Responsible for the appropriate care and maintenance of all organization-owned or controlled public works equipment and facilities; develops procedures for and maintains records and inventory of materials and supplies; implements loss control measures.
13. Develops budget forecasts for the amount of funds needed for materials, supplies, equipment, and staffing for the public works functions; monitors and approves expenditures; recommends remedial action to adjust budgetary expenditures when expenditures are over budget estimates or when unforeseen circumstances or budgetary cuts are imposed.
14. Supervises district staff; determines staffing needs; hires, trains, schedules, evaluates, and implements disciplinary action, if appropriate, to assigned staff.
15. Makes periodic reports of planned and ongoing activities, long- and short-term goals, and impediments to the achievement of such goals to the District Board of Trustees.

QUALIFICATIONS FOR EMPLOYMENT:

Knowledge and Abilities:

Knowledge of

- Governmental Accounting principles and procedures
- Public works as it pertains to the District
- Applicable laws, statutes, codes, regulations, and standards;
- Organization policies and procedures;
- Management information systems and software programs used in the assigned area;
- Terms and acronyms commonly used in the assigned functions;
- Office management principles and practices;
- Principles and practices of budget preparation and administration;
- Principles and practices of the organization and administration of personnel management;
- Principles and practices of supervision;

- Modern office procedures, methods, and equipment, including computer equipment;
- Techniques of record-keeping and reporting
- Measuring techniques and arithmetic calculations; and correct English usage including grammar, punctuation, and vocabulary.

Ability to

- Solve complex problems in the work area
- Assist the public with issues as they pertain to the District
- Supervise employees and Department Heads
- Attend meetings and testify on behalf of the District
- Communicate District policy to the public and other entities or individuals
- Assist the Board of Trustees in developing District Policy
- Understand and apply diagrams, blueprints, schematic drawings, and applicable codes;
- Plan, direct, supervise, and evaluate the work of staff;
- Work effectively under the pressure of deadlines, conflicting demands, and emergencies;
- Establish and maintain effective working relationships with all levels of District staff, elected officials, and the general public;
- Analyze policies, regulations, projects, activities, and methods;
- Select alternatives;
- Project the consequences of proposed actions;
- Understand, interpret, and apply laws and regulations; and
- Communicate effectively both orally and in writing.

Required Certifications and Licenses:

Must be bondable.

A valid Nevada driver's license.

Experience and Training:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:

Possession of a high school diploma or higher education certification and five years of progressively responsible management of a local governmental agency including implementing a budget for a local government and/or the operation of a public works department that includes water, sewer, streets, parks and recreation functions. The Board of Trustees will determine which type of person fiscal or operational they would like to Manager the District.

Physical and Mental Requirements:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some reaching, bending, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. The ability to communicate via telephone. Lifting of objects in excess of 25 pounds and occasional lifting or moving of objects weighing 50 pounds or more. The ability to remain on call twenty-four hours a day, seven days a week in the case of an emergency.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

Working Conditions:

Work is performed under the following conditions.

Position functions indoors in an office type environment where most work is performed at a desk. Position may occasionally be required to travel by car to pick up or deliver material. Environment is generally clean with limited exposure to conditions such as dust, fumes, noise, or odors. Frequent interruptions to planned work activities occur. Travel is required in certain instances.

I have read and understand this explanation and job description.

Signature: _____ Date: _____